

# GUADALUPE APPRAISAL DISTRICT



Main Office  
3000 N. Austin St.  
Seguin, Texas 78155  
(830) 303-3313  
(830) 372-2874 (Fax)  
gadprotest@guadalupead.org

Schertz Substation  
1052 FM 78, Ste. 103  
Schertz, Texas 78154  
(830) 303-3313 Opt. 2  
(877) 254-0888 (Fax)

## REGULAR SESSION OF THE BOARD OF DIRECTORS

May 7, 2025

### 1. CALL TO ORDER

Mr. Jim Lievens called the meeting to order at 6:33pm

2. ROLL CALL - Members in attendance were Jim Lievens, Pam Kifer, Peggy Herman, Leticia Sever, Pete Silvius and Joshua Bright. Directors not in attendance were Daryl John, Ernesto Rodriguez and Charles Kelm. Mr. Snaddon was also present.

3. CITIZENS COMMENTS: None

4. TAXPAYER LIAISON REPORT – Ms. Murphy was not present.

5. CONSENT AGENDA: These items may be acted upon by one motion. No separate discussion or vote on any of the items will be had unless requested by a Board member. Approval of Minutes of the Regular Meeting held on April 9, 2025 and Approval of Finance Statement for March 2025. Also, the approval of Waiver of Penalties & Interest of late payments by Municipal Utility District #4 and Lake Placid WCID#1. Ms. Kifer made a motion to accept the consent agenda as is and Ms. Herman seconded the motion. It passed unanimously.

6. DISCUSSION: Presentation of Mary Erskine Building Assessment Report by Debra J. Dockery, Architect P.C. - Ms. Dockery presented the building assessment report for the Mary Erskine Building, highlighting the following:

- Good structural condition of the main three-story building
- Need for complete replacement of HVAC, electrical, and plumbing systems
- Collapsed sewer lines requiring repair
- Elevator safety issues requiring \$8,000 in repairs
- Fire alarm system upgrade needed
- Accessibility issues requiring modifications to handrails, doors, and ramps
- Parking requirements and potential need for additional spaces
- Estimated budget of \$6.66 million for construction, including a 15% contingency
- Additional costs for furniture, equipment, and professional fees

The board discussed potential uses for other buildings on the property, including the gym and cafeteria, and explored options for partnerships or alternative uses for these spaces.

7. EXECUTIVE SESSION: To deliberate the purchase, exchange lease or value of real property if deliberation in open meeting would have a detrimental effect on the position of the Appraisal District's negotiations with the third person. (Sec 551-072)

a. DISCUSSION: Consider for approval Resolution 2025-03 authorizing chief appraiser to proceed under TX Tax Code 6.051 (b) notifying governing bodies of eligible taxing units of GAD's intent to purchase/renovate 216 E College Street, Seguin. And sell current facilities at 3000 N. Austin Street, Seguin. Included within resolution is how proceeds from the sale of current facility will be used (i.e. future loan payments) – The Board went into executive session at 7:10 pm and concluded executive session at 7:55 pm.

8. **ACTION:** Take Any Action Based on Discussion Held in Closed Session Under Agenda Item #7 - Mr. Bright motioned for the approval of Resolution 2025-03 authorizing Chief Appraiser to proceed under TX Tax Code 6.51 notifying governing bodies of eligible taxing units of GAD's intent to purchase/renovate 216 E College Street. Mrs. Sever seconded the motion. It was passed 5 to 1. Ms. Kifer opposed it.

9. **DISCUSSION/ACTION:** Consider for approval Resolution 2025-04, retaining professionals in connection with obtaining financing to purchase and renovate proposed future site for district operations. Mr. Bright made a motion to approve Resolution 2025-04, retaining professionals with obtaining financing. Mr. Silvius seconded the motion. It was passed 5 to 1. Ms. Kifer opposed.

10. **Chief Appraisers Report:** Mr. Peter mentioned the employees are working hard and e-files are a bit slow at this moment in time. About 30 per day are coming through. Most will come in right before May 15<sup>th</sup>. Mr. Snaddon stated he appreciates the support of the Board.

11. **Directors' Report** – Next Meeting is June 4<sup>th</sup>, 5:30 pm – No other reports.

12. **Adjournment:** Mr. Lievens adjourned the meeting at 8:08pm.



Mr. Charles Kelm, Chair

ATTEST:



Mr. Daryl John, Secretary

Jim Lievens, Vice